

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES <b>1   52</b>	
2. AMENDMENT/MODIFICATION NO. <b>A0003</b>		3. EFFECTIVE DATE <b>05/08/2001</b>		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable) <b>25- 5137</b>	
6. ISSUED BY <b>U. S. DOT/RSPA/Volpe Center</b> <b>55 Broadway</b> <b>Kendall Square</b> <b>Cambridge MA 02142</b>		CODE <b>DTS- 852</b>		7. ADMINISTERED BY (If other than Item 6) <b>U. S. DOT/RSPA/Volpe Center</b> <b>55 Broadway</b> <b>Kendall Square</b> <b>Cambridge MA 02142</b>		CODE <b>DTS- 852</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)				(X) 9A. AMENDMENT OF SOLICITATION NO. <b>X DTRS57- 01- R- 20005</b>			
				9B. DATED (SEE ITEM 11) <b>04/02/2001</b>			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENT OF SOLICITATIONS</b>							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and the date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning <u>3</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF :						
	D. OTHER (Specify type of modification and authority)						
<b>E. IMPORTANT :</b> Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
<b>The date and time for receipt of proposals and oral presentation slides has been extended to Monday 5/21/01 at 1500 EST.</b> <b>See continuation sheets for responses to questions and changes to the solicitation.</b>							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of the person authorized to sign)				BY _____ (Signature of the person authorized to sign)			

Q1. It seems that with just one remediation contract the Volpe Center could run into potential conflict of interest issues with the current Architect-Engineer contractors. With this in mind, is the Volpe Center planning to allow the current incumbent A-E contractors to bid this procurement? If the Center determines that a conflict does exist, will this apply to just incumbent prime contractors or include subcontractors as well?

A1. Current Architect-Engineer contractors are allowed to submit proposals. See additional Conflict of Interest provisions that are now included in solicitation at end of this amendment.

Q2. Will incumbent contractors holding A/E environmental contracts for the Volpe Center be considered for award under the subject solicitation?

A2. See answer to Question #1.

Q3. Section L.6 Cost/Business Proposal Instructions, A. Introduction, page 64 and 65 Instructions indicate that "cost realism" will be evaluated as defined in FAR 15.401 (p. 64), and that "the Government will calculate probable cost that will be used for best value determination" (p. 65). Please provide additional information indicating how cost proposals will be evaluated, for example:

- a. Will cost proposals be evaluated against other proposals received?
- b. Against historical data?
- c. Against the Government's cost estimate?

A3. a. Yes.  
b. Yes, when relevant historical data is available.  
c. Yes.

Q4. Will the Government use additional cost model(s) to evaluate costs? If the Government plans to use a cost model(s), please provide additional information on the model so that evaluation criteria may be better understood by Offerors.

A4. No additional cost models will be used.

Q5. Schedule 5, Summary of Proposed Labor Cost, page 77  
This schedule requests proposed labor costs for various labor categories. Are these the only categories for which labor costs may be submitted, or may additional categories be added if we anticipate using other categories to execute the contract? If additional categories may be added, how are hours to be allocated to add up to the total hours allotted by the Government in Schedule 5?

A5. The RFP provides hours for professional and manual labor categories. No other labor categories may be added, and the hours may not be adjusted. If, during performance, additional labor skills are required, those will be negotiated into the contract through modification. Offerors must identify types of administrative and support labor that may be billed as direct labor in accordance with L.6.D. Part I. See A14 for some categories that were added.

Q6. Are pre-task order work plans or technical proposals prepared in response to a Task Order RFP reimbursable to the contractor?

A6. Not as a direct cost to the contract.

Q7. In the RFP for Volume I, Cost/Business Proposal, instructions for preparation of Schedules 1-8 is unclear. Specifically please explain the following:

Schedule 1 - Proposal Cover Sheet

The instructions state that the Prime and each subcontractor should complete schedule a. Should Schedule 1 for the Prime proposal include all subcontractors' costs?

A7. Yes.

Q8. Would Section 6 of Schedule 1 then include all costs (Prime and subcontractors) for the proposed effort?

A8. Yes.

Q9. a. What is the Not to Exceed Value of the contract?  
b. Is there a maximum value for each task order?

A9. a. The Not to Exceed Value of the contract will be determined at time of award. We have provided the estimated maximum number of hours, not the maximum value of the contract. b. See I.1 52.216-19 Order Limitations, changed in this amendment.

Q10. a. On page 68, Administrative Labor - Where can administrative labor that was not included in Schedules 2-8 be described and priced out?

A10. See Schedules 2 and 5.

Q11. Can we modify the form (Schedules 2-8) to reallocate hours from an identified engineer category to an equivalent person such as a cost control engineer?

A11. No, See A5 and A14.

Q12. The RFP requires a Payment and Performance bond for \$25,000. A surety company generally requires a detailed scope of work to determine its risk for the bond. A scope of work for the bond has not been provided. Can a scope of work be provided for the bond?

A12. See contract statement of work at page 5. No site-specific task order statement of work is available at this time.

Q13. The RFP's comments on the need for subcontractors to have an approved accounting system for cost-reimbursement contracting prior to executing a cost-type subcontract may discourage many small, small disadvantaged, women-owned, or veteran-owned businesses (who typically do not have such an approved accounting system) from participating in bidding for this contract. Would the government consider amending the RFP to permit cost-type subcontracting during the period in which a subcontractor has initiated actions to seek accounting system approval (but prior to the actual approval) after the prime contract award? Subcontractors may be unwilling to work on a fixed price basis under any circumstances, and may be reluctant to invest in actions seeking accounting system approval until after an award decision has been made.

A13. The FAR requirement for requiring approved accounting systems for cost type contracts, or subcontracts cannot be waived. It may be possible for the Contracting Officer to 1. make award to the prime and not consent to the subcontractor until the accounting system is approved or 2. allow the prime to subcontract on a firm fixed price or time and materials basis for a specific task order, until the accounting system is approved for cost type subcontracts.

Q14. Cost Volume Schedules 5 and 7 do not seek pricing or cost data on the following professional positions. A Health Physicist is mandatory for radiological remediation.

A Cost/Schedule Engineer is an essential professional team member of the project staff who implements and operates the Cost Control Plan called for in Section L.6.E, Section III. The C/S Engineer is not normally administrative overhead in the construction industry as may be inferred in Section L.6 Part I, Administrative Labor. The essential positions of Field Superintendent, and Foreman are both essential to safe and cost-effective field remediation operations. As these essential positions are not included in the Cost and Pricing Schedules, there may be a negative impact on cost realism.

A14. The labor categories Health Physicist and Site Supervisor have been added to the applicable schedules in Cost/Business Instructions included in this amendment. See also A5. Cost/Scheduling can be accomplished by engineers already listed in the RFP. Foreman duties can be accomplished by Site Supervisor. See amended Cost/Business proposal instructions included in this amendment.

Q15. Regarding Article H.11, PERFORMANCE AND PAYMENT BONDS, we note that offerors should assume that 70% of the tasks awarded will be CPFF and 30% will be FFP. Since the bulk of the work is proposed to be cost reimbursable, we do not understand why the DOT would require a letter from offeror's surety stating that their bonding capability is \$6,000,000. We also note that competition on this procurement will likely be severely limited because very few companies would be able to obtain the requested letter. Would the DOT consider deleting the "bond" requirement from the solicitation package?

A15. Bonds are still required by the FAR regardless of the contract or task order type to protect the Government's interest. The amount of the bonding capability is necessary for the Government to determine the ability of the contractor to perform the requirements of the contract. See Clause H.11 where it states, " The Contracting Officer may determine that it is necessary to increase the amount of the bond(s) to protect the Government as the number of task orders increases throughout the contract period."

Q16. Section L, Part 2 - Explanation of Cost/Business Proposal, Schedule 5: Will the fully burdened labor rates requested in Schedule 5 become part of the contract?

A16. Schedule 5 requests unburdened labor rates. They will not become part of the contract.

Q17. Will the labor rates proposed in Schedule 5 be used to price individual Cost-Reimbursable and Fixed Price Task Orders?

A17. No. The rates in Schedule 5 will be used to determine cost realism in the evaluation. It is expected that the contractor will propose actual labor rates in response to Task Order RFPs for Cost plus Fixed Fee task orders. The contractor may propose a Firm Fixed Price or Fixed Unit Price for a Firm Fixed Price Task Order, depending on how the TORFP is structured.

Q18. Are the "Contractor-Site Labor" rates comparable to office rates?

A18. Yes, the contractor-site labor rates refers to situations if the offeror proposes labor that works at their home office.

Q19. Are "Professional Job-Site Labor" comparable to field labor rates? If so, we would anticipate that, due to the multiple task order and diverse geographic nature of this contract, there will be a need for Contractor-Site labor for more than the Program Manager (as presently displayed in Schedule 5) because not all personnel will be located in the field at all times. How will any additional Contractor-Site Labor categories be accounted for in the proposal evaluation process? How would these categories be accounted for in the event of a contract award?

A19. See revised Schedule 5 and A5,A11, A14 and A20.

Q20. In the event of a contract award, how will labor categories not presently requested in Schedule 5 be dealt with (for example, Site Superintendent, which would be necessary at a remediation site but is not currently shown in Schedule 5)?

A20. See A5 and A14 and A20.

Q21. It is unclear how to organize the proposal. Should it be divided into three volumes with Volume I being the Business Proposal, Volume II the Technical Capabilities, and Volume III being the Oral Presentation?

A21. Yes. For clarification see Provision L.7 as added.

Q22. Are subcontractors required to supply five (5) descriptions each of the most relevant past contracts?

A22. No.

Q23. If no, can a subcontractor contribute some of their projects to make up the five (5) most relevant for the team?

A23. Yes.

Q24. Section L.7.C Process, paragraph four states; " The Offerors will be required to submit the copies of slides and written material on the same date....", and " the Technical Evaluation Team will not be provided with copies of the slides or supporting written material until....". Section L.7, Part II.B Facilities and Presentation Media, paragraph two clearly explains that the government will not evaluate anything except the verbal presentation, and closes; " The government will not accept for evaluation any document in addition to the information submitted with the proposal." Please clarify what 'written material' is required, or expected.

A24. No additional written material is required. However, if offerors want to submit additional written material in with their oral presentation slides, they may do so. See Revised provision L.9.

Q25. Are oral presentations limited to projected overheads?

A25. No, however offerors are responsible for bringing their own equipment if other than an overhead projector and screen are needed. See provision L.9.

Q26. Attachment J.1- Program Manager: Can a B.S. degree from an accredited school in engineering, construction management, geology, chemistry, or a related field and an equivalent amount of experience be substituted for the M.S. degree?

A26. Yes, see amended Attachment J.1.

Q27. Should the client reference project evaluation forms be mailed to the Offeror and submitted with the proposal or mailed directly to the Volpe Center?

A27. Offerors can submit separately or with their proposal. See revised instructions.

Q28. Section I.3 states "The Key Personnel under this contract: Program Manager." Section L.7, Part must be made by the Program Manager and Key Personnel for whom Resumes have been provided." Section L.7, Part II, Paragraph A.b. Personnel defines numerous project level positions and requires resumes, but does not designate them as "Key Personnel". Please clarify attendance at the Orals Presentation.

A28. The oral presentation shall be conducted by the Program Manager and any Senior Technical Personnel whose resume has been provided within the number limitations as provided in the RFP. See Amended Provision L.9.

Q29. See Amendment 0001 A24. Delete answer in its entirety and replace with the following.

A29. Subcontracting percentages are based on percentage of estimated amount to be subcontracted. See Provision L.8 as amended for clarification.

Q30. How many contracts does the government expect to award as a result of this solicitation? Clause M.1 indicates one award. Please confirm or clarify.

A30. The Government will make one award from this solicitation.

Q31. For pricing (escalation) purposes, what contract award date should be assumed?

A31. See Paragraph L.6.A

Q32. Clause C.5., Contractor Quality Control -We understand that the Contractor Quality Control Plan described on page 11 must be provided by the selected contractor and not by all Offerers.

A32. Yes.

Q33. Clause L.6, Page 67 under "Labor" there seems to be an inconsistency between the referenced Attachment J.1 and Schedule 5 in that many of the Schedule 5 labor categories are not defined in J.1 and some of the categories defined in J.1 are not included in Schedule 5. Please clarify.

A33. See revised L.8 and Attachment J.1.

Q34. Part 2 - Explanation of Cost/Business Proposal Checklist and Schedules. Schedule 2 on page 74 does not explicitly provide separate lines to enter costs associated with Professional Labor, Other Labor (i.e., construction craft labor) and Administrative Labor identified and estimated by the Offeror. It is implied that these three categories of labor would be burdened at the same fringe benefit rate and the same job-site overhead rate. Typically, professional and office-based administrative labor would be burdened at different rates than site-based labor. We would appreciate instructions on how to portray this matter accurately on Schedule 2.

A34. See Schedule 2 as revised in this amendment.

Q35. Section III - Business Proposal

On Page 82 there are two references to cost-plus-award-fee task orders in the first full paragraph. Please clarify.

A35. References to cost-plus-award-fee task orders have been removed.

Q36. Please explain the basis of the percentage calculations cited on Page 82 for the subcontracting plan. Are the percentages to be applied to the total amount of the subcontracting only?

A36. See A29.



Q37. Are the percentages for SDBs/SWOBs/HUBBs/VOSB a subset of the small business percentage or additive to it. Please clarify with reference to the following scenarios.

	Scenario A If % of total subcontracts <u>and additive</u>	Scenario B If % of total subcontracts <u>and not additive</u>
Contract Amount	\$10,000,000	\$10,000,000
Total Subcontracting	\$4,000,000	\$4,000,000
Small Business Amount (20%)	\$800,000	\$800,000
SDB Amount (10%)	\$400,000	\$80,000
SWOB Amount (5%)	\$200,000	\$40,000
HUBB Amount (1%)	\$40,000	\$8,000
VOSB Amount (1%)	\$40,000	\$8,000
Total SB Amount - All Types of SBs	\$1,480,000	\$800,000

A37. The percentages for SDBs/SWOBs/HUBBs/VOSB are a subset of the small business percentage.

**Section I**

I.1 Delete 52.216-9 Order Limitations and Replace with:  
52.216-19 Order Limitations (Oct 1995)

- (a) \$25,000.
- (b)
- (1) \$10,000,000
- (2) \$10,000,000
- (3) Not applicable
- (c) Not applicable
- (d) Not applicable

#### **L.6 COST/BUSINESS PROPOSAL REVIEW**

The Government may at its sole discretion arrange for a contractor to assist in the review of cost/business proposals. Contractors reviewing proposals and supporting documentation are required to safeguard all proprietary data, complete non-disclosure statements, and complete conflict of interest statements

#### **L.7 GENERAL INSTRUCTIONS FOR TECHNICAL AND COST/ BUSINESS PROPOSALS**

##### **A. SOLICITATION MAILING INSTRUCTIONS**

To facilitate proper handling of the offer or amendment thereof, it is imperative that the outermost envelope/package that contains the offer/amendment be addressed in the format presented in the "Issued by" Block on page 1 of this solicitation. Packages must be clearly labeled with the solicitation number and with a statement that the contents are "Proposal Data - To Be Opened By Addressee Only."

##### **B. PROPOSAL PRESENTATION**

Offerors are required to submit their proposals in three separate volumes as follows:

##### **Volume I - Cost/Business Proposal**

The cost/business proposal must consist of information requested in L.8 and the Standard Form 33; solicitation documents; cost information other than cost or pricing data; contract cost control plan; Small Business Subcontracting Plan.

##### **Volume II - Technical Capabilities - Past Performance and Staffing**

Part A of this volume must include information requested in L.9 such as the required list of the Offeror's current contracts, copies of past performance reports or explanations of efforts to obtain them, and summary descriptions of the five most relevant contracts. Part B must identify the proposed Program Manager and Senior Technical Personnel and the required resumes as requested in L.9.

##### **Volume III -Technical Understanding - Oral Presentation**

This volume must include hard copies of slides you intend to present and up to five pages of supporting written information. Each volume should be complete in itself so that evaluation of each part may be accomplished concurrently and evaluation of the non-cost factors may be made strictly on the basis of technical merit.

## **L.8 COST/BUSINESS PROPOSAL INSTRUCTIONS**

### **INTRODUCTION**

The cost/business proposal will permit the Government to determine whether the proposed costs demonstrate cost realism.

"Cost realism" as defined in FAR 15.401 means the costs in an Offeror's proposal are:

Realistic for the work to be performed; reflective of a clear understanding of the requirements; and consistent with the various elements of the Offeror's technical proposal.

All information relating to cost or pricing must be included in this volume of the proposal; under no circumstances shall cost or pricing data be included elsewhere.

The cost/business proposal should be prepared in sufficient detail to permit thorough and complete evaluation by the Government without additional correspondence or communication. During its evaluation, the Government may request clarifications, answers to questions that assist in the Government's understanding of information contained in the cost/business proposal, or the correction of minor omissions or errors that do not alter the offer. However, the Government anticipates making award on initial offers and does not expect to hold discussions. Consequently, the Offeror is advised that failure to provide the required schedules and supporting documentation may result in the rejection of its offer if it is in the Government's best interest, rather than opening discussions.

The Offeror's cost/business proposal will be evaluated for compliance with the RFP instructions. Proposed costs will be evaluated for reasonableness and realism. The Government will calculate probable cost that will be used for best value determination.

To facilitate cost/business proposal preparation, a checklist is provided for use by the prime Offeror and each subcontractor. The checklist should be completed and submitted as part of the proposal.

For evaluation purposes, Offerors are required to propose estimated costs using the hours provided below. Hours provided are for one year only. Hours should be apportioned between the prime and its subcontractors in a manner consistent with the Offeror's technical proposal. Offerors should assume that 70% of the proposed effort will be for Cost plus fixed fee Task Orders and 30% for Firm Fixed Price Task Orders.

PROFESSIONAL			
Category	Hours	Category	Hours
Program Manager	200	Environmental Engineer	1,000
Project Manager	2,500	Site Supervisor	2,000
Sr. Civil Engineer	200	Health Physicist	150
Sr. Environmental Engineer	200	Health & Safety Manager	1,500
Senior Chemist	200	Chemist	200
Senior Regulatory Specialist	200	Mechanical Engineer	100
Sr. Environmental Scientist	200	Environmental Scientist	250
Sr. Structural Engineer	50	Laboratory Technician	250
Sr. Mechanical Engineer	100	Regulatory Specialist	500
Certified Indus. Hygienist	450	Civil Engineer	1,000
Total Professional		11,250	
MANUAL			
Category	Hours	Category	Hours
Laborer	18,000	Carpenter	800
Equipment Operator	12,000	Electrician	1,000
Truck Driver	12,000	Plumber/Pipe Fitter	800
Asbestos Worker	4,000		
Total Manual		48,600	
ADMINISTRATIVE LABOR			
Identified and Estimated by Offeror			
Total Administrative Labor			

Although the task ordering period is five years, the cost/business proposal instructions require that labor be priced out for evaluation purposes assuming a performance period of only one year, June 1, 2001, to May 30, 2002. This is done because escalation is difficult to project accurately for a five-year period; actual escalation during performance is not likely to be significantly different among Offerors during performance if calculated in the same way; and escalation is not considered a discriminator for selection purposes.

RFP-stipulated amounts for Other Direct Costs (ODC) are provided in the detailed instructions.

All fees negotiated with subcontractors must be within the statutory limit of 10 percent of the estimated subcontract costs as specified in FAR 15.404-4(c)(4)(i)(C). This fee limitation applies to the prime's effort and any subcontractor.

Costs that Offerors classify as "other direct costs" (ODCs) also vary from firm to firm. Therefore, in addition to the RFP-stipulated ODCs, which is for subcontracted materials, equipment costs, disposal services, and travel costs incurred during performance, each Offeror and subcontractor must include an amount for ODCs based on its own accounting system and experience and provide rationale for the estimates. The categories of cost must be identified.

If any of the cost/business proposal instructions appear incompatible with established/approved accounting practices, Offerors shall notify the CO within 14 calendar days of the issuance date of the RFP.

**B. FORMAT**

In addition to the requirements set forth in Section L.7, the cost/business proposal shall be submitted in three sections as follows. Offerors shall provide three (3) copies of their cost/business proposal.

Section I - Solicitation Documents

Section II - Information Other Than Cost and Pricing Data

Section III - Business Proposal

**C. SECTION I - SOLICITATION DOCUMENTS**

In this section, Offerors shall submit a completed and signed SF 33 (page 1 of the solicitation), including acknowledgment of any amendments; and Representation, Certifications, and Other Statements of Offerors (Section K of the solicitation).

**D. SECTION II - INFORMATION OTHER THAN COST AND PRICING DATA**

In this section, Offerors will be provided with detailed instructions (Part 1) and an explanation of the cost/business proposal checklist and schedules (Part 2).

**PART 1 - DETAILED INSTRUCTIONS**

The Offeror shall submit a signed Proposal Cover Sheet (Schedule 1) and information other than cost and pricing data as set forth below. Summary data shall be placed on the Proposal Cover Sheet and Schedules 2 through 8 should support it. Offerors should ensure consistency between the technical and the cost/business proposals. **All costs, rates, factors, and calculations must be shown and supporting rationale and documentation included.**

### **Accounting System Approval**

The Government does not anticipate requesting accounting system reviews before contract award. However, Offerors are ineligible to receive task orders until their accounting system has been approved by the Defense Contract Audit Agency (DCAA) or other cognizant audit agency.

The Volpe Center cannot approve a cost-type subcontract to a proposed subcontractor that does not have an approved accounting system.

As the Government intends to make award without negotiations, an Offeror must indicate how it will accommodate the inclusion of a subcontractor that does not have an approved accounting system without involvement of the Volpe Center.

### **Labor**

Provide the proposed unloaded hourly labor rates for the labor categories defined in Attachment J. 1 on Schedule 5. Show calculations used to compute the proposed direct labor rates. Provide the basis and rationale for the labor rates proposed; for example, company-wide bidding rates, current salary data for named individuals, survey data, or anticipated new-hires, etc. Show how company categories are mapped to the RFP categories. Explain your approach and show how the educational and experience requirements in the RFP relate to your company categories.

**Attachment J. 7 to the RFP is the Davis Bacon Act Wage Rates for Laramie County, Wyoming. For proposal purposes offeror shall assume the hours proposed for site employees will be worked in Laramie County, Wyoming. The chart below shows the minimum Davis Bacon Act Wage Rates for Laramie County.**

#### **Davis Bacon Act Minimum Wage Rates - Laramie County, Wyoming**

<b>Category</b>	<b>Minimum Wage</b>	<b>Minimum Fringe Benefit</b>
<b>Laborer</b>	<b>8.19</b>	
<b>Equipment Operator</b>	<b>12.41</b>	<b>1.60</b>
<b>Truck Driver</b>	<b>9.98</b>	
<b>Carpenter</b>	<b>12.18</b>	<b>2.05</b>

Any category not listed in wage determination shall be proposed in accordance with company normal estimating rates for a site located in the county and state listed.

Provide the current labor rates from payroll records and show those labor rates escalated to the cost proposal performance period for individuals whose resumes are provided in the technical proposal. If any individual's labor rate is 5 percent more or less than the proposed labor rate for that category, show calculations and provide a narrative addressing cost-realism for the proposed labor cost.

#### **Uncompensated Overtime**

All Offerors should state clearly whether or not uncompensated overtime is included in the proposal. Uncompensated overtime is defined in FAR 52.237-10 as "the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours."

If uncompensated overtime is used in this proposal, the Offeror must have an accounting system to record all hours worked. Show how it is incorporated into the proposal and its cost impact. Provide an explanation of your cost accounting treatment of uncompensated overtime and a copy of your policy.

If uncompensated overtime is proposed at the task order level, Offerors will be required to provide uncompensated overtime hours during performance.

#### **Administrative Labor**

The Administrative staff hours must be estimated by each Offeror and subcontractor because different accounting practices will impact the hours required. The rationale for the estimate must be included.

Administrative labor that is not described and priced out will not be billable during performance without prior CO approval.

In addition, Offerors should describe the accounting treatment of the following labor functions: contract administration, subcontract administration, clerical activity, work status reporting, cost scheduling, financial reporting, and project reporting.



**Indirect Rates**

Offerors are required to provide a schedule of their indirect rates and explain the allocation bases on Schedule 8.

Include all rates that the Offeror maintains in its accounting records that may be used during performance of this contract. Disregard those rates that the contractor does not maintain, and use continuation sheets for additional rates whenever necessary.

Identify indirect rates that a Government audit agency has approved for forward pricing. If not approved, state the basis of the proposed rate (e.g., previous year's actuals, current fiscal year-to-date, business plan, etc.). Provide historical rate information, rationale, and other factors used to develop the proposed indirect rates used to cost the proposal. Also, provide actual expense pool amounts, allocation bases, and rates which have been submitted to the Defense Contract Audit Agency (DCAA) (or other cognizant Government audit agency) in your overhead rate proposal for establishing final indirect rates.

Cost ceilings may be required under this contract for the prime or one or more subcontractors. Offerors should review the situations described in FAR 42.707(b)(1) to determine whether or not ceilings should be utilized and, when appropriate, propose ceilings.

**Other Direct Costs (ODCs)**

**RFP-Stipulated ODCs**

During performance of task orders, the Offeror will be required to: provide equipment, supplies and material; travel to locations not now identifiable; and provide disposal services. The following amounts should be apportioned between the prime and its subcontractors in a manner consistent with the distribution of labor hours, and burdened in accordance with established accounting practice.

<b>Equipment (1)</b>	<b>\$1,400,000</b>
<b>Supplies</b>	<b>\$ 220,000</b>
<b>Materials</b>	<b>\$1,300,000</b>
<b>Travel</b>	<b>\$ 168,000</b>
<b>Disposal Services</b>	<b>\$1,440,000</b>

(1) During performance the contractor will either rent equipment from local firms or provide its own equipment, whichever is more cost effective to the Government.

**Offeror-Estimated ODCs**

Offerors should identify, and estimate amounts for any additional ODCs that are anticipated to support the proposed effort. ODCs not identified and priced in the Offeror's proposal will not be billable during performance without prior CO approval.

**Subcontracts**

The Government anticipates that subcontracts will be predominantly fixed unit price or cost-plus-fixed-fee. Subcontractors must submit a cost or price proposal in accordance with the cost /price proposal instructions in this section. Subcontracts estimated to exceed \$550,000 should be supported by a Proposal Cover Sheet. All subcontractors must follow the same cost proposal instructions as the prime, except where noted. Regardless of dollar value, subcontract proposals must be adequately documented to facilitate an evaluation of proposed costs.

Offerors that enter into subcontracts other than on a cost-reimbursement type basis may make appropriate adjustments to the instructions and schedules. Information as to the type of subcontract contemplated and documentation to show why their subcontract type is anticipated must be included. The guidance in FAR Part 16 should be followed.

It is the responsibility of the prime contractor to review and evaluate the subcontract proposals and accompanying cost or pricing data and furnish the results of such review to the Government as part of the cost submission, regardless of whether the details are provided to the prime Offeror or separately to the Government. The prime's review should be as detailed as the information provided by the subcontractor directly to the prime permits. A subcontractor whose evaluation is considered insufficient by the Government, either because the data submitted to the Government is incomplete or because the prime fails to conduct and document a comprehensive evaluation, will be deleted from technical consideration and the prime's technical proposal will be evaluated without it.

**Escalation**

State clearly the escalation rate used to develop the labor rates used on Schedules 5 and 6 and provide rationale.

**Cost of Money**

Attach supporting calculations if proposed.

**Profit/Fee Objectives**

The factors used in task order proposal preparation during performance may be less than, but may not exceed, the factors shown in Schedule 3 and used to develop the fee and profit amounts included in Schedule 2.

The Government may utilize the weighted guidelines method in TAM 1215.9 and Appendix E to evaluate proposed fee/profit for reasonableness. The Offeror's cost/business proposal should contain adequate data and rationale for any consideration it wants included for Contract Risk and Special Factors.

For proposal evaluation purposes and to establish maximum fee factors for use during contract administration, all Offerors must make the following assumptions:

(1) The Offeror's proposed cost for direct labor and subcontract costs shall be allocated 70 percent cost-plus-fixed-fee, 30 percent firm-fixed-price.

(2) The Offeror's portion of the total \$1,400,000 for equipment, \$220,000 for supplies, \$1,300,000 for materials, \$168,000 for travel, and \$1,440,000 for disposal services should be allocated 70 percent to the cost-plus-fixed-fee, and 30 percent firm fixed price.

(3) Offeror-estimated Other Direct Cost shall be allocated 70 percent cost-plus-fixed-fee 30 percent firm-fixed-price.

**PART 2 - EXPLANATION OF COST/BUSINESS PROPOSAL**

**CHECKLIST AND SCHEDULES**

**NOTE:** Offerors may modify these schedules (font size, portrait or landscape orientation, etc.) provided the requested information is furnished in similar format.

Cost/Business Proposal Checklist: Prime Offerors and subcontractors should complete and include the checklist in the proposal package.

Schedule 1: "Proposal Cover Sheet". Prime Offerors and subcontractors should complete.

Schedule 2: "Summary of Proposed Costs and Fee/Firm Fixed Price."

Schedule 3: "'Establishment of Maximum Factors and Calculation of Proposed Amounts for Fixed Fee and Profit.'

Schedule 4: "Subcontract Information." Complete the matrix for subcontractor data.

Schedule 5: "Summary of Proposed Labor Cost." The amounts on those schedules should correspond to the amounts for labor in Schedule 2. The hours used to develop the prime Offeror's labor cost must correspond with the allocation of hours shown on Schedule 5.

Schedule 6: "Labor Cost Realism Information." This schedule shows how realistic the labor category rates proposed are, given the rates of the persons whose resumes are provided and the hours each is expected to provide.

Schedule 7: "Allocation of Labor Hours." This schedule shows how the hours are apportioned between the prime and subcontractors.

Schedule 8: "Indirect Rates and Factors." This schedule should be completed consistent with the Offeror's accounting practices, and may be revised as needed.

<u>COST/BUSINESS PROPOSAL CHECKLIST</u>	
	Page Number
Solicitation Documents	
Schedule 1: "Proposal Cover Sheet"	
Schedule 2: "Summary of Proposed Costs and Fee/Firm Fixed Price"	
Schedule 3: "Establishment of Maximum Factors and Calculation of Proposed Amounts for Fixed Fee and Profit"	
Schedule 4: "Subcontract Information"	
Schedule 5: "Summary of Proposed Labor Cost"	
Schedule 6: "Labor Cost Realism Information"	
Schedule 7: "Allocation of Labor Hours"	
Schedule 8: "Indirect Rates and Factors" plus rationale and supporting documentation	
Rationale for administrative labor hours	
Estimate and rationale for Offeror-estimated Other Direct Costs	
Information describing accounting treatment of administrative and clerical labor	
Statement concerning uncompensated overtime and additional information if proposed	
Cost of Money supporting calculations, if proposed	
*Evaluations of subcontractor proposals	
*Factors for CO's consideration in weighted guidelines fee objective	
*Contract Cost Control Plan	
**Small Business Subcontracting Plan in accordance with FAR 52.219-9	

\*Not applicable to subcontractors

\*\*Not applicable to small businesses

Schedule 1

<b>PROPOSAL COVER SHEET</b>				1. SOLICITATION/CONTRACT/MODIFICATION NUMBER			
2a. NAME OF OFFEROR				3a. NAME OF OFFEROR'S POINT OF CONTACT			
2b. FIRST LINE ADDRESS				3b. TITLE OF OFFEROR'S POINT OF CONTACT			
2c. STREET ADDRESS							
				3c. TELEPHONE		3c. FACSIMILE	
2d. CITY	2e.	2f. ZIP CODE		AREA	NUMBER	AREA	NUMBER
4. TYPE OF CONTRACT OR SUBCONTRACT <input type="checkbox"/> FFP <input type="checkbox"/> CPFF <input type="checkbox"/> CPAF <input type="checkbox"/> FPI <input type="checkbox"/> CPIF <input type="checkbox"/> OTHER				5. <input type="checkbox"/> PRIME OFFEROR <input type="checkbox"/> SUBCONTRACTOR			
6. ESTIMATED COST, FEE AND PROFIT INFORMATION							
A. ESTIMATED COST							
B. FIXED FEE							
C. AWARD FEE							
D. PROFIT							
E. TOTAL PRICE							
7. PROVIDE THE FOLLOWING							
NAME OF COGNIZANT CONTRACT ADMINISTRATIVE AGENCY				NAME OF COGNIZANT GOVERNMENT AUDIT AGENCY			
STREET ADDRESS				STREET ADDRESS			
CITY	STATE	ZIP CODE		CITY	STATE	ZIP CODE	
TELEPHONE	AREA CODE	NUMBER		TELEPHONE	AREA CODE	NUMBER	
FACSIMILE	AREA CODE	NUMBER		FACSIMILE	AREA CODE	NUMBER	
NAME OF CONTACT				NAME OF CONTACT			
PROPERTY SYSTEM <input type="checkbox"/> Reviewed by cognizant contract administrative <input type="checkbox"/> Reviewed by cognizant contract administrative <input type="checkbox"/> Never reviewed				APPROXIMATE DATE OF LAST			
				PURPOSE OF AUDIT (e.g. proposal review, establishment of billing rates, finalize indirect rates, etc.)			
PURCHASING SYSTEM <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined acceptable; <input type="checkbox"/> Reviewed by cognizant contract administrative <input type="checkbox"/> Never reviewed				ACCOUNTING SYSTEM <input type="checkbox"/> Audited and determined acceptable; <input type="checkbox"/> Audited and determined not acceptable; <input type="checkbox"/> Never audited			
				OFFEROR'S FISCAL YEAR			
8a. NAME OF OFFEROR (Typed)				9. NAME OF FIRM			
8b. TITLE OF OFFEROR (Typed)							
10. SIGNATURE					11. DATE OF SUBMISSION		

Schedule 2 - SUMMARY OF PROPOSED COSTS AND FEE/FIRM FIXED PRICE

Prime or subcontractor name: \_\_\_\_\_

Contractor-Site Direct Labor		\$	_____
Fringe Benefits	Rate	\$	_____
Contractor-Site Overhead	Rate	\$	_____
Job-Site Direct Labor		\$	_____
Fringe Benefits	Rate	\$	_____
Job-Site Overhead	Rate	\$	_____
Subcontracts:		\$	_____
Subcontract Burden:	Rate	\$	_____
Other Direct Costs:			
RFP-Equipment		\$	_____
RFP-Supplies		\$	_____
RFP-Materials		\$	_____
RFP-Travel		\$	_____
RFP- Disposal Services		\$	_____
Offeror-Estimated ODC		\$	_____
ODC Burden	Rate	\$	_____
 Subtotal		\$	_____
 G & A	Rate	\$	_____
Cost of Money		\$	_____
Total Costs and COM		\$	_____
Fixed Fee	Rate	\$	_____
Total Cost Plus Fixed Fee		\$	_____
Total Firm Fixed Price		\$	_____
Total Proposed amount(CPFF+FFP)		\$	_____

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Schedule 3 - ESTABLISHMENT OF MAXIMUM FACTORS AND CALCULATION OF  
PROPOSED AMOUNTS FOR FIXED FEE AND PROFIT

Prime name: \_\_\_\_\_

Fixed Fee				
	Estimated Cost	Range	Assigned Weight	Fee Dollars
Sub-contracts; Other Direct Costs; Equipment Usage or Rental Costs; Supplies; Materials; Travel; Disposal Services				
	\$	1-5%	%	\$
Direct Labor - Professional	\$	5-15%	%	\$
Direct Labor - Manual	\$	5-15%	%	\$
All Indirect Costs	\$	6-8%	%	\$
Total	\$			
Cost Risk and Other Factors	\$	0-4%	%	\$
Total Fee				\$
Profit				
	Estimated Cost	Range	Assigned Weight	Profit Dollars
Sub-contracts; Other Direct Costs; Equipment; Supplies; Materials; Travel; Disposal Services				
	\$	1-5%	%	\$
Direct Labor - Professional	\$	5-15%	%	\$
Direct Labor - Manual	\$	5-15%	%	\$
All Indirect Costs	\$	6-8%	%	\$
Total	\$			
Cost Risk and Other Factors	\$	0-4%	%	\$
Total Profit				\$



Schedule 3 - Instructions

1. Apportion 70% of subcontract costs and other direct costs to the fixed fee table, and 30% to the profit table. RFP-stipulated ODC's are distributed among the prime and its subcontractors. The amounts remaining in the prime Offeror's proposal should be apportioned 70% to the fixed fee table and 30% to the profit table.
2. Direct labor and indirect costs should be apportioned 70% to the fixed fee table and 30% to the profit table.
3. Enter a factor that reflects cost risk and other factors.

Schedule 4

SUBCONTRACT INFORMATION

Prime Name: \_\_\_\_\_

Sub-contractor Name	Sub-contract Type	Subcontract Value Including Fee or Profit	Total Professional Hours	Total Manual Hours	RFP Stipulated Equipment Allocated to Sub-contractor	RFP Stipulated Supplies Allocated to Sub-Contractor	RFP Stipulated Materials Allocated to Sub-contractor	RFP Stipulated Travel Allocated to Sub-contractor	RFP Stipulated Disposal Services Allocated to Sub-contractor
		\$			\$	\$	\$	\$	\$
		\$			\$	\$	\$	\$	\$
		\$			\$	\$	\$	\$	\$
		\$			\$	\$	\$	\$	\$
		\$			\$	\$	\$	\$	\$
		\$			\$	\$	\$	\$	\$
		\$			\$	\$	\$	\$	\$
		\$			\$	\$	\$	\$	\$
		Total \$							

Schedule 5

SUMMARY OF PROPOSED LABOR COST

Prime or subcontractor name: \_\_\_\_\_

Category	Hours	Unburdened Rate	Labor Cost
PROFESSIONAL CONTRACTOR-SITE LABOR			
Program Manager		\$	\$
Administrative (specify)		\$	\$
Total			\$
PROFESSIONAL JOB-SITE LABOR			
Project Manager		\$	\$
Sr. Civil Engineer		\$	\$
Sr. Environmental Engineer		\$	\$
Sr. Chemist		\$	\$
Sr. Regulatory Specialist		\$	\$
Sr. Environmental Scientist		\$	\$
Sr. Structural Engineer		\$	\$
Sr. Mechanical Engineer		\$	\$
Certified Industrial Hygienist		\$	\$
Civil Engineer		\$	\$
Category	Hours	Unburdened Rate	Labor Cost
Environmental Engineer		\$	\$
Site Supervisor		\$	\$
Health Physicist		\$	\$
Health & Safety Officer		\$	\$
Chemist		\$	\$
Mechanical Engineer		\$	\$
Environmental Scientist		\$	\$
Laboratory Technician		\$	\$
Regulatory Specialist		\$	\$
MANUAL			
Laborer		\$	\$
Equipment Operator		\$	\$
Truck Driver			
Asbestos worker		\$	\$
Carpenter		\$	\$
Electrician		\$	\$
Plumber/Pipe Fitter		\$	\$
Administrative (specify)		\$	\$
Total Job-Site Direct Labor		\$	\$

Schedule 6  
LABOR COST REALISM INFORMATION

Prime or subcontractor Name: \_\_\_\_\_

Labor Category:		Labor Rate from Schedule 5: \$	
Resumed Person(s) Name(s)	Hours Proposed	Current Labor Rate	Escalated* Labor Rate

\* Escalated to cost proposal performance period.

Schedule 7

ALLOCATION OF LABOR HOURS

Prime Name: \_\_\_\_\_

Labor Category	Prime Offeror	Subcontractors			Total
		A	B	C	
Professional Hours					
Program Manager					200
Project Manager					2,500
Sr. Civil Engineer					200
Sr. Environmental Eng.					200
Sr. Chemist					200
Sr. Regulatory Specialist					200
Sr. Environmental Scientist					200
Sr. Structural Engineer					50
Sr. Mechanical Engineer					100
Certified Industrial Hygienist					450
Civil Engineer					1,000
Environmental Engineer					1,000
Site Supervisor					2,000
Health Physicist					150
Health & Safety Officer					1,500
Chemist					200
Mechanical Engineer					100
Environmental Scientist					250
Laboratory Technician					250
Regulatory Specialist					500
Total Professional Hours					11,250
Labor Category	Prime Offeror	Subcontractors			Total
		A	B	C	
Manual Hours					
Laborer					18,000
Equipment Operator					12,000
Truck Driver					12,000
Asbestos Worker					4,000
Carpenter					800
Electrician					1,000
Plumber/Pipe Fitter					800
Total Manual Hours					48,600

Schedule 8

INDIRECT RATES AND FACTORS

Prime or Subcontractor Name: \_\_\_\_\_

Cost Element	Proposed Rate/Factor	Allocation Base
Labor Escalation		Not applicable
Fringe Benefits		
Home Office Overhead		
Job-Site Overhead		
Subcontract Burden		
ODC Burden		
Other (specify)		
G & A		
Cost of Money		

Contractor Fiscal Year Ends:

### Section III - BUSINESS PROPOSAL

#### Contract Cost Control Plan

Describe the system and method used to track and control costs at the task order level, including cost incurred by subcontractors. Explain how potential cost overruns would be identified. Discuss accountability within your organization for tracking and controlling costs.

#### Subcontract Consent

All Offerors must comply with the consent requirements of FAR Subsection 52.244-2. The Government will review proposals to ensure that the Offeror has addressed the applicable parts of FAR 44.202-2. Since the Government intends to award without discussions, the initial submission must be fully documented. Any failure by an Offeror to fully document that it has met all FAR requirements for the analysis and review of a proposed subcontract such that the CO cannot give consent to a subcontract at the time of award will adversely affect that Offeror's chances for award of a contract under this solicitation.

Offerors are reminded that the successful Offeror, not the Government, will have a contract with any proposed subcontractor(s). The Offeror has the duty to document the reasonableness of the cost/price and to justify the placement of the subcontract even when information from a subcontractor is proprietary and must be submitted directly to the Government. It is the prime's duty to ensure that submissions to be made directly to the Government by a proposed subcontractor are, in fact, made. It is also primarily the Offeror's duty and not the Go to ensure that the proposed fee under each subcontract does not exceed statutory limits and is reasonable. Other issues, such as unapproved accounting systems and indirect rates that are significantly lower or higher than rates approved for past years, must be resolved by the Offeror prior to the submission date for proposals. If ceilings on the indirect rates of a subcontractor are required, the Offeror must deal with this issue prior to the proposal submission date.

Offerors will have to use their best judgment in allocating labor hours between the prime and its various subcontractors for evaluation purposes. The percentage of involvement of each firm should be based on the Offeror's judgment as to how much each firm will be needed in order to cover the requirements of the SOW and in order to meet the Subcontracting Plan goals, if applicable. This allocation of hours will be evaluated under both the technical and cost proposals.

The Government anticipates that subcontracts will be predominantly cost-plus-fixed-fee. Offerors are reminded that fees earned by subcontractors are reflected as part of subcontractor cost in the Offeror's cost proposal, and, for example, is not included under available fee under cost-plus-award-fee task orders.

Information required for subcontract consent must be submitted as part of the cost/business proposal. However, the Offeror may refer to information in its cost proposal, if necessary, and need not repeat any review or analysis.

#### Subcontracting Plan

In accordance with FAR 52.219-9, Offerors that are not small business concerns shall submit a Small Business Subcontracting Plan. The plan must be submitted in accordance with FAR Part 19 and must comply with FAR 19.704. The Offeror shall show the subcontractor's business size, and the percentage and type of workload estimated to be subcontracted out. All cost and technical information must be included in the appropriate sections of the Offeror's proposal in addition to the submission of the subcontracting plan. The Government has established the following goals for this procurement:

<u>Subcontract Awards</u>	<u>Percent of Dollars Awarded</u>
---------------------------	-----------------------------------

Awards to Small Business	20%
Awards to Small Disadvantaged Business	10%
Awards to Women-Owned Small Business	5%
Awards to HUBZone Business	1%
Awards to Veteran-Owned Small Business	1%

These goals are not intended to be mandatory but Offerors are encouraged to keep these goals in mind when developing their subcontracting plan. Please note that these goals must be proposed as a percentage of total dollars being subcontracted. A business may count toward more than one of the goals shown above. For example, a small disadvantaged business owned by women may count toward each of the three goals.



## **L.8 INSTRUCTIONS FOR TECHNICAL PROPOSAL**

### INTRODUCTION

Proposals must be structured in accordance with the instructions contained herein.

#### **A. Content**

Your technical proposal should be comprehensive and explicit. Elaboration of general corporate or company experience in non-related activities will detract from the quality of your proposal. All qualifications, experience, and capability should relate to the services required by the Statement of Work. Legibility, conciseness, completeness, clarity of content, coherence, and brevity are important since they will facilitate the Government's evaluation procedure and will also assure maximum credit being properly assigned to the various aspects of your proposal.

#### **B. Page Limits**

The maximum number of pages that may be submitted is as follows:

##### 1. Technical Capabilities

a. Staffing: The total overall page limit for discussion of Staffing including matrix (see Part 1.A.) is 7 pages. Resumes are subject to an overall page limit of 75.

b. Conflict of Interest: The total page limit for discussion of Conflict of Interest is 10 pages.

c. Past Performance: The total overall page limit for the summaries of the Offeror's five most relevant contracts is 15. There is no limit for the required list of other current contracts, for past performance reports, or for any information submitted by the Offeror to demonstrate that it has made its best efforts to ensure that customers provide past performance reports to the Volpe Center.

##### 2. Technical Understanding: Slides for the Oral Presentation:

There is no page limit for presentation slides.

**C. Process**

The technical evaluation process has been designed to minimize the proposal and evaluation costs of both the Offeror and the Government. It reduces the Offeror's written offer to staffing, conflict of interest, and past performance information.

All eligible offerors will be required to make an oral presentation to address all other evaluation criteria. The oral presentation will not constitute discussions and no modifications of or changes to the original offers will be permitted.

The oral presentations will begin as soon as possible after receipt of proposals. Eligible Offerors will be notified of their presentation date and time by facsimile transmission. Offerors may not change their presentation slides or supporting written material after submission by the due date of May 21, 2001.

The Technical Evaluation Team will not be provided with copies of the slides or supporting written material until immediately before each oral presentation. The purpose of this restriction is to reassure Offerors with regard to the fairness and integrity of the oral presentation process.

The presentations will be scheduled as tightly as possible, but the duration of the presentation process will be dependent upon the number of proposals received. The order in which Offerors will make their presentation to the Technical Evaluation Team will be determined by a drawing of lots by the Contracting Officer after receipt of proposals. All Offerors will be asked to confirm their scheduled presentation date and time in writing. Requests from Offerors to reschedule their presentations will not be entertained unless unusual and compelling reasons are presented to the Contracting Officer.

**PARTS OF THE TECHNICAL PROPOSAL**

**PART 1 - TECHNICAL CAPABILITIES (VOLUME II)**

The purpose of this section is to evaluate the technical capabilities of the offeror to meet the requirements of the SOW. The technical capabilities will be evaluated using three subcriteria: staffing, conflict of interest and past performance.

A. Staffing

The purpose of this section is to evaluate the qualifications of the Offeror's personnel proposed for this contract in terms of technical expertise, experience, education, and qualifications relevant to the functional area requirements of this contract. Resumes shall be submitted in accordance with the requirements outlined below.

a. Program Manager

The Offeror must identify the individual who will serve as the overall Program Manager for this contract and who will be identified under the Key Personnel clause in SECTION I. The individual's resume shall be submitted in accordance with the requirements outlined below.

b. Senior Technical Personnel

The offeror must identify the senior technical Personnel that will be used for this contract. Personnel consists of the Project Managers, Certified Industrial Hygienist(s), Senior Project Engineers and Senior Project Scientists. One or more of the Personnel may be personnel from subcontractors if it is intended that they fulfill such a role under this contract. Resumes shall be submitted for all proposed Senior Technical Personnel in accordance with the requirements outlined below.

c. Other Technical Staff

The purpose of this section is to assess the capability of the Offeror's proposed staffing and skill mix to satisfy the task areas. The evaluation will consider the overall level of technical expertise, education, and training of the technical staff. Resumes for individual technical staff members are not required.

d. Resume Format

Resumes for the proposed Program manager and Senior Technical Personnel must be consistent with the Offeror's proposed labor cost presented in the cost proposal. Resumes shall show demonstrated experience in areas similar to the requirements of the Statement of Work. Resumes must also be verifiable in that relevant dates and names and addresses of educational institutions and employers must be provided for all experience, education, and specialized training claimed.

Resumes are subject to an overall page limitation of 75 pages. No more than 30 resumes (inclusive of the Program Manager and Senior Technical Personnel) are to be submitted in accordance with the above breakdown.

e. Staffing Matrix

The Offeror must include a matrix detailing how the Offeror has allocated the level-of-effort required, showing hours by names of individuals for whom resumes have been submitted and the team composition (prime and subs) using the RFP labor category descriptions. The matrix must be consistent with Schedules 4 and 5 in the cost proposal and identical to or consistent with the allocation matrix in the cost proposal. The matrix described above shall be included in the discussion of staffing.

B. Conflict of Interest

Offerors shall prepare a Conflict of Interest document providing the following information.

Tasks under this contract may be awarded for sites not yet identified which may trigger potential conflicts of interest. The offeror shall describe how it would cover all the requirements of the statement of work in a situation where the offeror as the prime contractor, major subcontractors or affiliates are or were involved in any activity that gives the appearance of designing or defining the scope of remediation work at a given site. ( See FAR 36.2. and 9.5) The offeror shall also describe how it would cover all the requirements in the statement of work in a situation where the prime, major subcontractor or affiliates are currently working or have worked for a Principle Responsible Party at a Superfund site. Offerors shall describe how they will ensure compliance with Clause H.16 Task Order Conflict of Interest Disclosure Requirements. Offerors shall provide the information as required by Clause I.2 TAR 1252.209-70 Disclosure of Conflicts of Interest.

C. Past Performance

Offerors shall submit their past performance information as a separate part of their proposal for both the Offeror and major (over 20 percent of the hours in the cost proposal) proposed subcontractors. Offerors shall submit this past performance data as a separate part of their proposals that is clearly marked and identifiable.

Each Offeror will be evaluated on its performance under existing and prior contracts for similar products or services. Performance information will be used both for responsibility determinations and as an evaluation factor. The Government may contact references other than those provided by the contractor and the information received may be used in the evaluation of the Offeror's past performance. Among the factors to be considered is the past performance of large business concerns in complying with Subcontracting Plan goals for small disadvantaged business concerns.

The Offeror must provide a list of contracts that it is currently performing or has completed within the past three years. The Offeror must make a good faith effort to ensure that the list includes all prime contracts with a value over \$500,000 with the Federal Government. If the Offeror can demonstrate that including information on all prime contracts with the Federal Government over \$500,000 would create an undue burden on the Offeror because of the large number of applicable contracts, then the list may be reduced to reflect contracts that are most relevant and for which data is readily available. The Offeror must describe in its proposal what types of contracts were excluded and what process was utilized to ensure that all prime contracts with the Federal Government over \$500,000 relevant to the Statement of Work were included. However, the list must include all contracts that are clearly relevant such as those applicable contracts reflecting the involvement of the proposed project manager or key personnel. If performance is evaluated for each task order under a contract, the list may be modified accordingly. The list may also include other contracts considered relevant by the Offeror, including those with customers other than the Federal Government. Information regarding the Offeror's performance as a subcontractor with the Federal Government will be obtained from the prime contractor. Include the following information for each contract:

- 1) Name and address of customer
- 2) Contract number
- 3) Contract type
- 4) Total contract value
- 5) Description of contract work
- 6) Contracting Officer's address, telephone number and e-mail address
- 7) Contracting Officer's Technical Representative's address, telephone number and e-mail address
- 8) Administrative Contracting Officer's address, telephone number and e-mail address (if different from item 6)
- 9) List of major subcontractors
- 10) Assessment of relevance to requirements identified in this solicitation.

11)Whether any final or interim contract past performance report was or has been issued by the contracting agency. Copies of the final or most current past performance report must be submitted for the five most relevant contracts. Copies of reports on other than the five contracts considered most relevant by the Offeror should not be submitted as part of the proposal but may be obtained by the Government if the Government considers the contracts relevant.

- c. From the above list, the Offeror must select no more than five contracts that it considers the most relevant in demonstrating its ability to perform the proposed effort. This list of most relevant contracts must be separated from the above list. Offerors may also include information on problems encountered on the five identified contracts and the Offeror's corrective actions.

The Offeror is responsible for making all reasonable efforts to ensure that a completed evaluation report is provided for each of the five cited contracts no later than the due date for receipt of proposals. If the contracting activity has completed a contractor evaluation report and provided a copy to the Offeror, particularly one completed in accordance with Subpart 42.15 of the FAR, a copy of this report is sufficient. If not, the Offeror is responsible for ensuring that a copy of the performance evaluation report is provided directly to the Volpe Center Contracting Officer by the appropriate customer responding official no later than the proposal submission date. If the customer has not developed its own past performance evaluation report form, the Offeror shall ask the customer to complete VNTSC Form 4200.7, included as Attachment J.2. Information contained in the evaluation reports shall be considered sensitive and shall not be released to other Offerors. Failure of the Offeror to demonstrate that it has made all reasonable efforts to provide the required past performance reports will result in an unacceptable rating for this criterion. The Government reserves the right to obtain additional information from any of the referenced contract contacts and from other Government sources. If the Government receives negative past performance information (indicating that performance was less than satisfactory) which is not accompanied by a response from the Offeror, a copy of the adverse information will be provided to the Offeror, which will be given a limited period in which to provide a response. If no response is received within the specified timeframe, the

negative past performance information will be evaluated as submitted.

- d. Offerors must send a Client Authorization Letter, included as Exhibit A to the Technical Proposal Instructions, to all non-Federal Government references listed in their proposal to assist in the timely processing of past performance evaluations. Client Authorization Letters must be mailed (or sent electronically by e-mail) to individual references no later than the proposal submission date. The Offeror shall include a copy of all completed Client Authorization Letters (or e-mails) as part of the Past Performance submission.
- e. If the Offeror has no relevant past performance history, it must affirmatively so state. Offerors that state they have no relevant past performance history and Offerors that are unable to provide past performance reports after making all reasonable efforts will not be evaluated favorably or unfavorably under this criteria, in accordance with FAR 15.305.
- f. In the case of a relatively new firm (i.e., established within the last 18 months), the Offeror may submit past performance information for contracts on which its corporate management has performed to supplement any past performance information for the firm itself; this shall be specifically noted in the proposal submission.
- g. If the Offeror does not include past performance history or does not affirmatively state that no past performance history exists or can be obtained, the Offeror's proposal will be ineligible for award.
- h. The overall page limit for the list of the five most relevant contracts (including any information on the problems encountered on the contracts) is 15. This page limit does not apply to the list of other less relevant contracts required, or any information submitted by the Offeror to demonstrate that it has made its best efforts to ensure that customers provide past performance reports to the Government.

Exhibit A

Client Authorization Letter

[Company Name]  
[Street Address]  
[City, State/Province Zip/Postal  
Code]  
[Date]

[Recipient Name]  
[Address]  
[City, State/Province Zip/Postal Code]

Dear [Client]:

We are currently responding to the Volpe Center Request for Proposal No. \_\_\_\_\_ for the procurement of \_\_\_\_\_. The Volpe Center is placing increased emphasis in its acquisitions on past performance as a source selection evaluation factor. The Volpe Center requires Offerors to inform references identified in proposals that the Volpe Center may contact them about contract performance information.

If you are contacted by the Volpe Center for information on work we have performed under contract for your company/agency/state/local Government, you are hereby authorized to respond to Volpe Center inquiries.

Your cooperation is appreciated. Please direct any questions to \_\_\_\_\_.  
(Offeror's point of contact)

Sincerely,  
[Your name]  
[Your position]

[Typist's initials]  
Enclosure: [Number]

cc: [Name]



PART 2 - ORAL PRESENTATION (VOLUME III)

**A. Topics:**

The purpose of this section is to evaluate the technical understanding of the requirements outlined in the SOW. Technical understanding will be evaluated using three subcriteria: 1) technical and management approach; 2) quality control and health & safety approach and 3) resources. The oral presentation shall not encompass price, cost, or fee.

**a. Technical and Management Approach**

The Offeror shall use the presentation to provide additional information to allow the Government to fully evaluate the contractor's understanding of the requirements and its proposed approach and allocation of resources to provide the environmental remediation services outlined in the SOW. The Offeror shall provide both narrative and details relative to the roles, responsibilities, and level of involvement of the prime contractor, proposed subcontractors, and individuals. The Offeror shall describe its approach to forming teams as task orders arise, and managing task orders undertaken. The Offeror shall also discuss its approach to responding to problems that could potentially arise on-site such as changing site conditions.

**b. Quality Control And Health & Safety Approach**

The Offeror shall present sufficient information to allow complete evaluation of its understanding of, approach, and allocation of resources to Quality Control and Health & Safety procedures. The Offeror shall describe how it plans to meet the Quality Control and Health & Safety requirements of the contract and demonstrate that it has the necessary understanding, expertise, and experience to carry out the requirements. The Offeror shall provide both narrative and details relative to the roles, responsibilities, and level of involvement of the personnel responsible for Quality Control and Health & Safety, both on the corporate level as well as the individual on-site level.

**c. Resources**

The Offeror shall present their available resources for executing the requirements of the SOW. Resources consist of such items as office locations, equipment and technical support capabilities.

**B. Facilities and Presentation Media:**

All presentations will take place at the Volpe Center, 55 Broadway, Cambridge, Massachusetts, in a meeting room sufficiently large to hold 20 people. The Offeror will present from the front of the room. The offeror is responsible for providing the equipment necessary for their presentation. The Government will provide a screen for slides and an overhead projector. The Government will videotape the presentations.

There is no limitation on the number of slides that an Offeror may use. However, the Government will not consider the slides as stand-alone documents or evaluate the information on the slides except as visual aids to the presentation. When reviewing and evaluating the oral presentations, the Government will not review any slide that was not projected and addressed during the presentation. What the presenters say will take precedence over the information that appears on the slides. The production and use of an excessive number of slides may be detrimental to an Offeror's interest. The offeror may submit written information in support of and consistent with its oral presentation. All additional written material must be addressed and discussed during the presentation and will not be evaluated as stand-alone documents. The written material must not exceed five (5) pages.

The Government will not accept for evaluation any documentation in addition to the information submitted with the proposal.

**C. Participants and Attendees:**

The Offeror's presentation must be made by the proposed Program Manager and Senior Technical Personnel for whom resumes have been provided. The Offeror may bring no more than seven persons to the oral presentation, including no more than two non-presenting Offeror officials or employees. Offerors may not use company senior or general managers or other employees or consultants to make any part of the oral presentation, including responding to questions, unless these individuals have been proposed to play a role as Program Manager or Senior Technical Personnel. During the question-and-answer session, all questions will be directed to the proposed Program Manager who may direct one or more of the Technical Personnel to respond.

In order to protect the integrity of the oral evaluation process, employees of firms that are included as subcontractors under more than one proposal for this procurement shall not be allowed to participate. At the time of the notification of the date and time for its presentation, an Offeror will be informed by the Contracting Officer if any of its proposed Key Personnel are ineligible to participate. Substitutions for Senior Technical Personnel will be allowed only for special circumstances approved by the CO.

The Offeror must direct its presentation to the Technical Evaluation Team. Other Government officials such as the CO, individuals with oversight roles, and an audio-visual specialist will also be in attendance at every presentation.

#### D. Presentation

The Offeror will have sixty (60) uninterrupted minutes to make its presentation upon the Contracting Officer's direction to begin. The Contracting Officer will strictly enforce the 60-minute time limit. The presentation will begin with the presenter's introduction of himself/herself and other presenters by name, position, and company affiliation. Following the oral presentation, there will be a recess of approximately twenty (20) minutes. The Offeror will then be presented with up to ten "pop quiz" questions related to the Government's requirements and program objectives. The Offeror will have up to five (5) minutes per question for response time. The Government may request clarification of any points arising from the Offeror's presentation which are unclear or which need further support. However, the Offeror will not be able to modify its offer in response to a "pop quiz" question or request for clarification. Any such interchange between the Offeror and the Government will not constitute discussions or communications within the meaning of FAR 15.306(b). The time required for clarifications will not be counted against the Offeror's time limit.

## SECTION M - EVALUATION FACTORS FOR AWARD

### M.1 GENERAL

- A. Basis for Award. It is the Government's intent to make award based upon initial offers without entering into discussions or negotiations. Award will be made to the one responsive and responsible Offeror whose offer provides the greatest overall value to the Government, based on the technical proposal, the cost/business proposal, and other factors. While it is the Government's intent to make award based upon initial offers, the Government may, nevertheless, determine during the evaluation period that it is necessary to conduct discussions. In that case, the Contracting Officer will proceed to establish a competitive range and conduct negotiations with the firms in that range.
- B. Order of Importance. The evaluation factors other than cost, i.e., Technical Capabilities and Technical Understanding when combined, are significantly more important than cost in the selection of contractors for award. Notwithstanding this fact, Offerors are cautioned not to minimize the importance of the cost proposal. The cost evaluation will become more significant when the Technical Capabilities and Technical Understanding of Offerors are closer; when these factors other than cost are essentially equal, cost may become the determining factor in making awards.

### M.2 TECHNICAL PROPOSAL EVALUATION

General. The technical proposal will consist of a written submission covering Technical Capabilities and an oral presentation in which the Offeror will provide additional information to assist the Government in evaluating its Technical Understanding, as described in detail in Section L.

Criteria for Evaluation. The criteria for evaluation are described below. The two criteria, Technical Capabilities and Technical Understanding, are of equal importance.

#### A. Technical Capabilities

The purpose of this section is to evaluate the technical capabilities of the offeror. The technical capabilities will be evaluated using three subcriteria: staffing, conflict of interest and past performance which are listed in order of importance.

a. Staffing

The purpose of this criterion is to assess (1) the qualifications of the Program Manager, (2) the qualifications of the proposed Senior Technical Personnel and (3) the depth and breadth of technical staff available in terms of experience, qualifications, and education relevant to the SOW.

b. Conflict of Interest

The purpose of this criterion is to assess the risk that the offeror and its team will be able to perform tasks under the contract in case of actual or potential conflicts of interest.

c. Past Performance.

The purpose of this section is to assess the ability of the Offeror to perform successfully based upon an evaluation of its relevant past performance history on tasks of the type and complexity described in the SOW. The Offeror's relevant past performance history will be evaluated for the following: (1) relevance to the work described in the SOW; (2) quality of relevant product/service; (3) timeliness of performance; (4) ability to successfully conduct multiple tasks at multiple sites; (5) cost control; and (6) business relations, including (for large business concerns) compliance with Subcontracting Plan goals for small business, small disadvantaged and women-owned business concerns.

If an Offeror has affirmatively stated that it has no relevant past performance history, and there is no evidence to the contrary, the Offeror will not be rated favorably or unfavorably on past performance.

B. Technical Understanding

The purpose of this section is to provide the Government with additional information to assess and compare the Offerors' technical understanding of the requirements outlined in the SOW. The Offerors' technical understanding will be evaluated using two subcriteria: (1) technical and management approach; and (2) quality control and health & safety approach. Technical and Management Approach is more important than Quality Control and Health & Safety Approach.

a. Technical and Management Approach

Evaluation of this factor will be based on an oral presentation by the Program Manager and Senior Technical Personnel identified under Staffing above. The purpose of this subcriterion is to assess the Offeror's technical understanding of the requirements of the SOW, in particular the Offeror's approach to and experience in managing technically complex work at multiple sites and understanding of task order contracting and teaming at the task level.

b. Quality Control and Health and Safety Approach

Evaluation of this factor will be based on an oral presentation by the Program Manager and Key Personnel identified under the Staffing subcriterion. The purpose of this factor is to assess (1) the Offeror's approach to ensuring the quality of work that is to be performed, including adherence to task order specifications and quality control of sampling and analysis, and (2) the Offeror's approach to and experience in managing the Health and Safety issues and requirements associated with remedial activities at contaminated sites.

c. Resources

The purpose of this section is to assess the resources available for supporting the execution of the SOW such as office locations, equipment, and technical support capabilities.

**M.3 COST/BUSINESS PROPOSAL EVALUATION**

The Offeror's proposal will be evaluated for compliance with the RFP instructions. Proposed costs will be evaluated to determine that they demonstrate cost realism. Fees and profit proposed will be evaluated for consistency with Federal regulations and may also be evaluated using weighted guidelines analysis techniques as described in the Transportation Acquisition Manual. A proposal that includes fee in excess of the statutory limits will be eliminated from consideration. The following forms the basis of the cost/business proposal evaluation and will be considered in the selection. These criteria are not necessarily in order of importance, nor will they be numerically scored.

1.Compliance with RFP instructions, including the completeness of the proposal packages and the extent to which the cost estimates and factors are clearly substantiated by the Offeror.

2.Realism of proposed costs. (NOTE: Proposed costs will be adjusted by the CO to reflect probable cost to the Government, and that "probable cost" will be used for purposes of evaluation to determine the best value to the Government in accordance with FAR 15.404-1(d).)

3. Reasonableness of the proposed fees and profit.

4. Acceptability of Cost Control Plan.

5. The acceptability of the Small Business Subcontracting Plan (Section I, FAR 52.219-9) (applies to large business concerns only).

**Attachment J. 1**  
**Personnel Requirements**

GENERAL. Included below is a listing of personnel and required qualifications. Other disciplines not listed will be required to have comparable qualifications in their field of expertise. The personnel may be employees of either the Prime contractor or a subcontractor unless specified otherwise in this section or on an individual task order. Contractor personnel may hold dual positions on a site/project basis. Personnel assigned to individual task orders shall have the required qualifications pertaining to the specific categories anticipated to be encountered at the site. The requirements for on-site and off-site personnel will differ for each project and shall be specifically identified in individual task orders.

PROGRAM MANAGER. The Program Manager shall be responsible for the overall management of the contract including cost, schedule and technical quality and shall be employed by the prime contractor. The Program Manager shall be competent, experienced and knowledgeable in the field of HTRW remediation, investigations, studies, designs, and cleanups and with the specific activities identified in this contract. The Contractor shall designate a Program Manager to act as a single point of contact for coordination of program issues with the Volpe Center. The Contractor shall hold periodic status meetings and manage the implementation of all Remediation Action Contract policy and procedures and take immediate corrective action when performance does not comply with the contract requirements. The Program Manager shall oversee the management and coordination between Contractor staff, subcontractors, and the Volpe Center; development and implementation of record keeping; administrative and quality control; and projects. The Program Manager shall have, as a minimum, the following qualifications:

B.S. degree from an accredited school in engineering, construction management, geology, chemistry, or a related field;

A minimum of eight (8) years Program Management experience, with a minimum of five (5) years experience on HTRW investigation, study, design, and remedial action Project Management;

Professional registration, where applicable;

Cost Contracting Experience;

Working knowledge of applicable federal, state, and local laws, regulations, and guidance.



PROJECT MANAGER. For each Remediation Contract task order issued to the Contractor, the Contractor shall designate a Project Manager (PM). The Program Manager may act as the Project Manager, with approval of the Volpe Center, if execution is sufficiently limited. The Project Manager, with the approval of the Volpe Center, may act at more than one site if the execution is sufficiently limited. The Contractor shall identify the PM before issuance of the task order and the PM qualifications, experience and performance history shall be satisfactory to the Contracting officer or TOCOTR. The Project Manager shall be single point of contact for the task order, and shall be responsible for the management and execution of the task order in accordance with the approved statement of work, approved work plans, and all federal, state, and local laws and regulations. The Contractor shall ensure coordination between the Safety and Health Manager (SHM) and the Site Safety and Health Officer (SSHO) to ensure that all site activities are performed in a safe manner. The Project Manager shall also be responsible for implementing the Contractor Quality Control (CQC) system and shall ensure that all work is performed in accordance with the quality specified in the task order, Work Plan, and CQC Plans. The Contractor shall also maintain close communication and coordination with the Volpe Center for the duration of the project, including weekly and/or monthly progress and detailed cost reporting. The Project Manager shall have, as a minimum, the following qualifications:

B.S. degree from an accredited school in engineering, construction management, geology, chemistry, or related field;

Professional registration, where applicable;

A minimum of five (5) years Project Management experience, with a minimum of three (3) years experience on HTRW investigation, study, design, and remedial action;

Cost contracting experience;

Working knowledge of applicable federal, state, and local laws, regulations, and guidance.

PROJECT ENGINEERS AND SCIENTISTS. The Contractor shall utilize the services of engineers and scientists with knowledge and experience in civil and environmental engineering-related disciplines including: environmental chemistry, regulatory requirements, and geotechnical engineering.

Senior engineers/scientists shall have, as a minimum, the following qualifications:

An engineering degree from an accredited school in Civil or Chemical Engineering, or a related field, and a professional registration.

Demonstrated education and experience in contaminated liquids, soils, and air remediation technologies.

Five (5) years total environmental experience, of which at least three (3) years is related to investigations, studies, designs, and remedial actions at HTRW sites.

Staff project engineers/scientists shall have, as a minimum, the following qualifications:

An engineering degree from an accredited school in Civil or Chemical Engineering, or a related field.

Demonstrated education and experience in contaminated liquids, soils, and air remediation technologies.

CERTIFIED INDUSTRIAL HYGIENIST. The Contractor shall utilize an Industrial Hygienist certified by the American Board of Industrial Hygiene (ABIH) to develop, implement, and oversee all safety and health related aspects of this contract. The CIH shall have a minimum of three years experience in developing and implementing safety and health programs at hazardous waste sites, in the hazardous waste disposal industry, or in the chemical or petroleum processing industry. The CIH shall be present on-site during the initial day(s) of the on-site activities and at the start-up of each new major phase according to the approved Site Safety and Health Plan. The CIH shall be available for emergencies and on-site consultation.

SITE SAFETY AND HEALTH OFFICER (SSHO). The Contractor shall utilize a trained, experienced SSHO to ensure that all elements of the approved SSHP are implemented and enforced onsite. The SSHO shall assist and represent the CIH in on-site training and the day-to-day on-site implementation and enforcement of the approved SSHP. The SSHO shall be assigned to the site on a full time basis for the entire duration of field activities. The SSHO shall have the authority to stop work if unacceptable health or safety conditions exist. The SSHO shall have the following qualifications:

A minimum of two (2) years experience in implementing safety and health programs at hazardous waste sites, in the hazardous waste disposal industry, at underground storage tank removal projects, or in the chemical industry where Level C and Level B personal protective equipment was required.

Documented experience in construction techniques and construction safety procedures.

Working knowledge of Federal and State occupational safety and health regulations.

Specific training in personal and respiratory protective equipment program implementation, confined space program oversight, and in the proper use of air monitoring instruments, and air sampling methods.  
Trained in First Aid and CPR by a recognized organization such as the American Red Cross.

For asbestos work, shall be AHERA certified Contractor Supervisory trained, and have a minimum one year working experience in the asbestos abatement industry and shall have demonstrable experience in asbestos air monitoring techniques, including successful completion of NIOSH-532 - sampling and evaluating airborne asbestos dust.

For lead-based paint work, shall have EPA accredited LBP Supervisory training and a minimum six months working experience in the lead-based paint abatement industry and shall have demonstrable experience in lead-based paint air monitoring techniques and knowledge of engineering and work practice controls which reduce lead exposure.

Health Physicist: The Contractor shall utilize a Certified Health Physicist (CHP), certified by the American Board of Health Physics (ABHP), to provide complete and expert health physics, radiation protection safety, and radiation risk assessment program direction and technical guidance. The CHP shall develop the site radiation risk evaluation and the radiation protection program for inclusion in the Site Safety and Health Plan. The CHP shall conduct an initial radiation survey and recommend radiation monitoring equipment. The Health Physicist shall have, as a minimum, the following requirements:

- a. A four year degree from an accredited institution in natural science or engineering.
- b. Certification by the American Board of Health Physicists with one year experience in HTWR work; and
- c. Through appropriate experience or other education, special studies and training, have acquired competence in the practice of Health Physics.

Site Supervisor: The site supervisor shall have responsibility and authority to direct work performed under each task order. The Site Supervisor shall be responsible for the management and execution of all site activities in exact accordance with the approved statement of work, approved work plans, and all federal, state, and local laws and regulations. The Site Supervisor shall have, as a minimum, the following qualifications:

A minimum of six (6) years of site supervisor experience, with a minimum of three (3) years experience supervising HTRW projects.